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the Terms & Conditions listed in of its obligations under this Agree	ement,	where	e suc	h failu	ire o	r dela	ay is o	cause	ed, in	whole	e or	in pa	irt, by	y any i	acts c	of Goo	d, civ	vil wa	ır, ci	vil co	mm	otior	n, rio	ot, si	trike,	, muti	iny, r	evol	ution	fire,	flood
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Standing Instruction entered by I/We acknowledge that no separ																instru	uctio	ons fo	or ar	ny rea	ason	s wh	atsc	eve	r.						
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# SIP AUTO DEBIT FACILITY : TERMS & CONDITIONS

A) SIP payment through Electronic Clearing Service (Debit Clearing) of the Reserve Bank of India (RBI)

List of Cities for SIP Auto Debit Facility via ECS (Debit Clearing) Agra, Ahmedabad, Allahabad, Amritsar, Anand, Asansol, Aurangabad, Bangalore, Baroda, Bhavnagar, Belgaum, Bhilwara, Bhopal, Bhubaneshwar, Bijapur\*, Bikaner, Burdwan, Calicut, Chandigarh, Chennai, Cochin, Coimbatore, Cuttack, Devenegere, Dhanbad, Dehradun, Durgapur, Erode, Gadag\*, Gangtok\*, Gorakhpur, Guwahati, Gulbarga, Gwalior, Hassan\*, Hubli, Hyderabad, Indore, Jabalpur, Jaipur, Jalandhar, Jammu, Jamnagar, Jamshedpur, Jodhpur, Kakinada, Kanpur, Kolhapur, Kolkata, Kota, Lucknow, Ludhiana, Mandya\*, Madurai, Mangalore, Mumbai, Mysore, Nagpur, Nasik, Nellore, New Delhi, Panjim, Patna, Pondicherry, Pune, Raichur, Raipur, Rajkot, Ranchi, Salem, Shimla, Shimoga, Sholapur, Siliguri, Surat, Thirupur, Tirupathi, Tirunelveli, Trichur, Trivandrum, Udaipur, Udupi\*, Varanasi, Vijayawada, Vizag. (subject to revision in dates & location).

# **Instructions for ECS:**

- This facility is offered to investors having bank accounts in select cities mentioned above.
- The cities in the list may be modified/updated/changed/removed at any time in future entirely at the discretion of Tata Asset Management Limited without assigning any reasons or prior notice. If any city is removed, SIP instructions for investors in such cities via ECS (Debit) route will be discontinued without prior notice. 2.
- The bank mentioned in the ECS request must participate in local MICR clearing. MICR code starting and/or ending with '000' are not valid for ECS. 3.
- The investor agrees to abide by the terms and conditions of ECS facility of Reserve Bank of India (RBI). 4.
- \* For Gadag, Gangtok, Bijapur,Udupi, Mandya & Hassan the first transaction should be demand draft drawn on the city where the application is submitted.
- Through direct debit facility and Standing Instruction facility (SI): B)
- List of Banks for direct debit facility (all branches): ICICI Bank; Citi Bank, Corporation Bank and Union Bank of India. List of branches for Standing Instruction: (All branches) State Bank of India, IDBI Bank Ltd., HDFC Bank Ltd., AXIS Bank (Please note: The AMC may alter the list of banks participating in direct debit arrangement from timer to time / withdraw direct debit facility from banks, based on its experience of dealing with any such bank or add / withdraw the name of the bank with whom direct debit facility or the SI arrangement can be introduced / discontinued as the case may be).

### **General Instructions for SIP Auto Debit:**

- L. In case of new applications, kindly attach duly filled in application form alongwith registration cum mandate form for SIP Auto debit facility. Any other format of request will be rejected.
- 2. Completed application form, SIP auto debit form & first cheque should be submitted at Tata Asset Management Ltd. (TAML) offices or CAMS ISC's at least 30 days prior to first SIP auto debit date
- Investors should mandatorily give a cheque for the first transaction drawn on the same bank account which is to be debited under ECS/Direct Debit / SI incase the 1st 3. cheque is issued from an A/c which is different from ECS/Direct Debit / SI A/c, then a copy of cheque from ECS debit A/c as mentioned on the application form should be submitted alongwith other requirement.
- Investors will not hold Tata Asset Management Limited, its registrars and other service providers responsible if the transaction is delayed or not effected or the investor 4. bank account is debited in advance or after the specific SIP date due to various clearing cycles of ECS/Direct Debit / SI.
- Tata Asset Management Limited, its registrars and other service providers shall not be responsible and liable for any damages/compensation for any loss, damage etc. 5. incurred by the investor. The investor assumes the entire risk of using this facility and takes full responsibility.
- 6 The SIP cancellation request shall be submitted 15 working days prior to the SIP date.
- For change in Bank mandate, the request must be submitted 30 days prior to the SIP date. 7
- 8 Loads as Prevailing from time to time will be applicable.
- 9. Existing investors who wish to restart are required to submit SIP Auto Debit form duly sign by the bank account holder(s), indicating the existing Folio No. & investment details in the SIP Form & submit the same along with the copy of a cancelled cheque / photo copy drawn on the same bank account registered in the Auto Debit Form. In case SIP end date is not mentioned the SIP will expire 25 years after the first SIP Installment. 10.
- H. SIP auto debit facility is available only on specific dates of the month viz. 1st / 7th / 10th / 15th / 20th / 25th / 28th.
- In case there are three consecutive SIP's, rejections due to the reasons "in sufficient funds", the subsequent SIP installments will be automatically ceased. 12.

### **IMPORTANT NOTE**

KYC is mandatory for purchases and switches of units and SIP/STP/DTP registrations for all investors irrespective of the amount of investment of investment and such transactions must be accompanied with a documentary proof of KYC compliance. Unit holders of these transactions should quote the KYC compliance status of all the applicants (guardian incase of minor) in the application for subscription & attach proof of KYC compliance viz. KYC Acknowledgement Letter (or the erstwhile MIN\* Allotment Letter).

With a view to enhance compliance with Know Your Customer (KYC) norms under the Prevention of Money Laundering Act, 2002 (PMLA) and to mitigate the risks associated with acceptance of third party payment instruments (cheques, demand drafts, pay orders etc.), Association of Mutual Funds in India (AMFI) issued best practice guidelines on 'Risk mitigation process against third party cheques in mutual fund subscriptions'.

Accordingly, with effect from November 15, 2010 Tata Mutual Fund will not accept applications for subscriptions accompanied with third party payment instruments except in exceptional situations.

### **Third Party Payment is defined as:**

- 1. Payment made through an instrument issued from an account other than that of the beneficiary investor.
- 2. In case of payments from a joint bank account, the first holder of the mutual fund folio has to be one of the joint holders of the Bank Account from which payment is made.
- 3. Investments from the investor's account with a different bank i.e., the pay-in & payout banks are different, if the pay-in bank mandate could not be established to be that of the investor, it will also be treated as third party investment.

### The **exceptional situations** where the same will not be applicable are as follows:

- 1. Payment by Parents/Grandparents/related persons on behalf of a minor in consideration of natural love and affection or as gift for a value not exceeding ₹ 50,000/- (each regular purchase or per SIP installment);
- Payment by employer on behalf of employee under Systematic Investment Plan (SIP) facility through payroll deductions; 2.
- Custodian on behalf of an FII or a Client 3.
- In case of the exceptional situation as above, following would be mandatory requirements:
- KYC for investor and the person making the payment. i .
- Declaration from investor and person making payment (Person making payments declaration should carry the relationship with investor and the details of Bank Account ii. from which funds are being received.)
- iii. Proof for Source of funds being from the Drawers account only

ТО	BE USED	FOR TATA	SERVICE	INDUSTRIES	FUND AND	TATA CONTRA	FUND
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REGISTRATION CUM MANDATE FORM FOR ECS (Debit Clearing / Standing Instruction / Direct Debit Facility in select banks only) First SIP cheque and subsequent via Auto Debit in select cities only. (Please attach copy of cheque / cancelled cheque)																												
	New Registration with TMF Change in Bank Account for existing Registration with TMF MICRO SIP																											
Broker /	Sub Broker /																											
Agent Code	ARN - 0988																											
Upfront commission shall be paid directly by the investor to the AMFI registered Distributors based on the investors' assessment of various factors including the service rendered by the distributor.																												
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Cheque Date :				ates:	Please	ment	tion th	e dat	e		in v	vords							day	/ of	the	mor	nth. e	e.g. f	or S	IP on	l 0th	
please mention	I 0 Ten	th d	ay of	the n	nonth	[pleas	e refer	insti	ruction	12 f																		
SIP Period: Start From M Y Y Y P End Date (please tick $\checkmark$ ) Default End Date $1 2 2 0 9 9$ SIP End Date M Y Y Y Y																												
(please refer instruction 10 on reverse) (Note: Cheque should be drawn on bank details provided below. Please allow minimum one month for auto debit to register & start). I hereby, authorise Tata Mutual Fund (TMF) and their authorised service providers, to debit my/our following bank account by ECS (Debit Clearing) / direct debit / standing instruction to account for collection of SIP payments.																												
PARTICULARS OF BANK ACCOUNT																												
Account holder N as in Bank Account																												
Bank Name																												
Branch Name														0	City													
Account Type	Savings	Curr	ent 🗌		ih 🗌 C	credit [		0		<u>ر</u>	NRE	9 D	igit M		Code	(Mano	lator	y for	ECS)									
Core banking A/c n	0.																											
(in figures) //We hereby declare that the particulars given above are correct & complete & express my willingness to make payments referred above through participation in ECS/Direct Debit/ Standing Instruction. I/We will also inform TAML, about any changes in my bank account. I/We have read & agreed to the terms & conditions mentioned overleaf. This is to inform I/We have registered for RBI's Electronic Clearing Service (Debit Clearing)/ Direct Debit/Standing Instruction Facility & that my payment towards my investment in Tata Mutual Fund shall be made from my/our below mentioned bank account with your bank. I/We authorize the representative carrying this ECS/Direct Debit/Standing Instruction mandate Form to get it verified & executed. //We acknowledge that no separate intimation will be received from the Bank in case of non-execution of the instructions for any reasons whatsoever. To - The Trustee, Tata Mutual Fund, Mumbai. Having read & understood the contents of SAI/SID/KIM of Tata Mutual Fund Scheme/s, I/We hereby apply for the respective Units of Tata Mutual Fund Scheme/s at NAV based resale price & agree to abide by terms, conditions, rules & regulations of scheme/s. For Micro SIP: I/We hereby declare that I/We do not have any																												
SIGNATURE/S AS PER TATA MUTUAL FUND RECORDS														_			-	ar.										
(MANDATORY)	Sole /	l st A	ccou	nt Ho	lder's S	Signat	ure		2	nd A	ccou	nt Ho	lder'	s Sigi	natur	re			3	rd A	Accou	unt l	Hold	er's	Sign	ature		
DECLARATION	TO THE E	BAN	KER																									
To - Branch Manager, transaction is delayed date of debit to my/ ot the Terms & Condition of its obligations under fog, war, lightening, ea beyond Bank's reasons Standing Instruction er	ur account hans listed in the r this Agreem urthquake, chable control	apper le KIN hent, hange & wh	ns to b 1/SID/ where of Go iich ha	e a no SAI of such overnr is the	on busin f the Mu failure c nent pol effect of	icompl ess day tual Fu or delay licies, l f preve	/ as per ind. The y is caus Jnavaila enting th	incorr the N e abov sed, in ability ne per	ect info 1utual F ve ment whole of abov forman	ormationed ioned or in ve me ce of	ion, I/ execu d Ban part, ention the c	We w ution c k shall by any ed Ba ontra	ould of the not b acts nk's c ct by l	not ho SIP w oe liab of Go compu Bank.	old Ta vill hap le for od, civ uter s	ata Mu ppen o ; nor l vil war ystem	itual on the oe in civil , forc	Func e day defa com com	d or th / of ho ult by imotio ajeure	e ab lida reas n, ri eve	y & al son of iot, st ents, c	ment llotm f, any rike, or an	tione ent c failu muti y oth	d Ban of unit re or iny, re ier ca	ik res ts wil dela evolu use o	spons I happ y in co tion, f of per	ible. If pen as omple fire, flo il whio	the per tion ood, ch is
SIGNATURE/S AS PER BANK																												
ACCOUNT (MANDATORY)	Sole /				lder's S ecords)		ure		2			nt Ho 1 banl				re		3rd Account Holder's Signature (as in bank records)										
BANKER'S ATTE	STATION			-	as per (			opera	ations,	i.e. a	ll ho	ders	to sig	n if t	he m	ode o	of op	erat	ions i	s Jo	int)							

BANKER'S ATTESTATION	(FOR BANK USE ONL

Certified that the signature of A/c holder and the details mentioned in 'Particulars of E	Bank A/c' above and its MICR code are correct as per our records										
Signature of Bank Manager with name, Employee code, Bank Seal and Contact Num	r Bank Account Number										
FOR OFFICE USE ONLY (NOT TO BE FILLED IN BY INVESTOR)											
Recorded on	Scheme Code										
Recorded by	Credit A/c Number										
Bank use Mandate Ref. No	Customer Ref. No.										

# SIP AUTO DEBIT FACILITY : TERMS & CONDITIONS

A) SIP payment through Electronic Clearing Service (Debit Clearing) of the Reserve Bank of India (RBI) List of Cities for SIP Auto Debit Facility via ECS (Debit Clearing) Agra, Ahmedabad, Allahabad, Amritsar, Anand, Asansol, Aurangabad, Bangalore, Baroda, Bhavnagar, Belgaum, Bhilwara, Bhopal, Bhubaneshwar, Bijapur\*, Bikaner, Burdwan, Calicut, Chandigarh, Chennai, Cochin, Coimbatore, Cuttack, Devenegere, Dhanbad, Dehradun, Durgapur, Erode, Gadag\*, Gangtok\*, Gorakhpur, Guwahati, Gulbarga, Gwalior, Hassan\*, Hubli, Hyderabad, Indore, Jabalpur, Jaipur, Jalandhar, Jammu, Jamnagar, Jamshedpur, Jodhpur, Kakinada, Kanpur, Kolhapur, Kolkata, Kota, Lucknow, Ludhiana, Mandya\*, Madurai, Mangalore, Mumbai, Mysore, Nagpur, Nasik, Nellore, New Delhi, Panjim, Patna, Pondicherry, Pune, Raichur, Raipur, Rajkot, Ranchi, Salem, Shimaos, Shimoga, Sholapur, Siliyaru, Suizar, Suizar, Tarunazholi, Tarichy, Tirichy Teixandrum, Iddaina, Varanasi Viriazayada, Virag, (Whiort to Shimoga, Sholapur, Siliguri, Surat, Thirupur, Tirupathi, Tirunelveli, Trichur, Trichy, Trivandrum, Udaipur, Udupi\*, Varanasi, Vijayawada, Vizag. (subject to revision in dates & location).

### Instructions for ECS:

1. This facility is offered to investors having bank accounts in select cities mentioned above.

- 2. The cities in the list may be modified/ updated/changed/removed at any time in future entirely at the discretion of Tata Asset Management Limited without assigning any reasons or prior notice. If any city is removed, SIP instructions for investors in such cities via ECS (Debit) route will be discontinued without prior notice.
- The bank mentioned in the ECS request must participate in local MICR clearing. MICR code starting and/or ending with '000' are not valid for ECS. 3
- 4. The investor agrees to abide by the terms and conditions of ECS facility of Reserve Bank of India (RBI).
- \* For Gadag, Gangtok, Bijapur, Udupi, Mandya & Hassan the first transaction should be demand draft drawn on the city where the application is submitted.
- B) Through direct debit facility and Standing Instruction facility (SI):

List of Banks for direct debit facility (all branches): ICICI Bank; Citi Bank, Corporation Bank and Union Bank of India. List of branches for Standing Instruction: (All branches) AXIS Bank, IDBI Bank Ltd., HDFC Bank Ltd., (Please note: The AMC may alter the list of banks participating in direct debit arrangement from time to time / withdraw direct debit facility from banks, based on its experience of dealing with any such bank or add / withdraw the name of the bank with whom direct debit facility or the SI arrangement can be introduced / discontinued as the case may be).

### **General Instructions for SIP Auto Debit:**

- 1. In case of new applications, kindly attach duly filled in application form alongwith registration cum mandate form for SIP Auto debit facility. Any other format of request will be rejected
- 2. Completed application form, SIP auto debit form & first cheque should be submitted at Tata Asset Management Ltd. (TAML) offices or KARVY ISC at least 30 days prior to first SIP auto debit date.
- 3. In case the first cheque / copy of the cheque from which the ECS is to be debited is not submitted or does not have the name of the investor on the face of the cheque then the investor should submit any one of the following documents:
  - a.) Copy of the bank passbook / a statement of bank account having the name and address and account number of the account holder attested by the AMC, registrar officials on verification with originals
  - b.) A letter (in original) from the bank on its letterhead certifying that the investor maintains an account with the bank, along with information like bank account number, bank branch, account type, the MICR code of the branch & IFSC Code
- c.) Get the banker's attestation on the face of the form in the section BANKER'S ATTESTATION (FOR BANK USE ONLY)
- Investors will not hold Tata Asset Management Limited, its registrars and other service providers responsible if the transaction is delayed or not effected or the investor 4. bank account is debited in advance or after the specific SIP date due to various clearing cycles of ECS/Direct Debit / SI.
- 5. Tata Asset Management Limited, its registrars and other service providers shall not be responsible and liable for any damages/compensation for any loss, damage etc. incurred by the investor. The investor assumes the entire risk of using this facility and takes full responsibility.
- 6. The SIP cancellation request shall be submitted 15 working days prior to the SIP date.
- For change in Bank mandate, the request must be submitted 30 days prior to the SIP date. 7.
- 8. Loads as Prevailing from time to time will be applicable.
- 9. Existing investors who wish to renew the SIP are required to submit SIP Auto Debit form duly signed by the bank account holder(s), indicating the existing Folio No. & investment details in the SIP Form & submit the same alongwith the copy of a cancelled cheque / photo copy drawn on the same bank account registered in the Auto Debit Form.
- 10. In case SIP end date is not mentioned the default expiry of SIP will be in December 2099.
- 11. In case there are three consecutive SIP transaction reversals due to the reasons "In sufficient funds", the subsequent SIP installments will be automatically ceased.

# 12. Instructions for Any day SIP:

- a. In case of ambiguity the date in words will be taken as SIP date.
- b. In case the date is not mentioned in words then the date will be taken based on the details mentioned in figures subject to the legibility of the handwriting.
- c. In case you have a Standing Instruction (SI) with HDFC Bank and IDBI Bank: With regard to SI being maintained for 29th, 30th and 31st, in the event that SI is being maintained on any of the above dates and if the month ends before the SI maintained date, the debit will happen on the last day of the month. Below matrix may help understand the concept better.

		Month Ending on										
Scenario	SI Date chosen by Investor	A -28 <sup>th</sup>	B-29 <sup>th</sup>	C-30 <sup>th</sup>	D -31st							
1	28 <sup>th</sup> of the month	Will be debited on 28th	Will be debited on 28 <sup>th</sup>	Will be debited on 28 <sup>th</sup>	Will be debited on 28 <sup>th</sup>							
2	29 <sup>th</sup> of the month	Will be debited on 28th	Will be debited on 29 <sup>th</sup>	Will be debited on 29 <sup>th</sup>	Will be debited on 29 <sup>th</sup>							
3	30 <sup>th</sup> of the month	Will be debited on 28th	Will be debited on 29 <sup>th</sup>	Will be debited on 30 <sup>th</sup>	Will be debited on 30 <sup>th</sup>							
4	31 <sup>st</sup> of the month	Will be debited on 28 <sup>th</sup>	Will be debited on 29 <sup>th</sup>	Will be debited on 30 <sup>th</sup>	Will be debited on 31 <sup>st</sup>							

- d. In case you have a Standing Instruction with AXIS Bank: With regard to SI being maintained for 29th, 30th and 31st, in the event that SI is being maintained on any of the above dates and if the month ends before the SI maintained date, the debit will happen on the first business day of the next month.
- e. Investors should take note that despite the date of debit of the bank account as mentioned in instruction 'c' and 'd' above, the NAV applicability will be on the basis of SIP date

S	SYSTEMATIC INVESTMENT PLAN (SIP) UNDER THE SCHEMES SHALL BE AS:											
Scheme Names	Minimum Amount (Monthly)	Minimum Amount (Quarterly)	Maximum Amount (Quarterly)	Entry Load	Exit Load if redeemed before the specified period from the date of allotment (as a % of Relevant NAV)							
Tata Service Industries Fund (TSIF)	₹ 500/-	₹ 1,000/-	₹ 50,00,000/-	Nil	1% of the applicable NAV if redeemed on or before expiry of 365 days from the date of allotment.							
Tata Contra Fund (TCF)	₹ 500/-	₹ 1,000/-	₹ 50,00,000/-	Nil	1% of the applicable NAV if redeemed on or before expiry of 365 days from the date of allotment.							

The above SIP load structure would be applicable for SIP amount upto ₹ 50 Lakhs per installment. For SIP installment above ₹ 50 Lakhs the prevailing load structure for investment other than SIP will be applicable.

\* Any SIP Application with Instalment amount more than Maximum Amount would be accepted as normal application and prevailing entry and/or exit load on such applications (i.e on each installment) shall be charged accordingly.

Notes: The minimum SIP amount (Per Installment) is as follows : Monthly SIP Amount - Minimum No. of Installments: 12 if the amount is ₹ 500/- each & in multiples of  $\exists$  1/- or 6 if the amount is  $\exists$  1,000/- each & in multiples of  $\exists$  1/-. **Quarterly SIP Amount** - Minimum No. of Installments: 6 if the amount is  $\exists$  1,000/- each & in multiples of  $\exists$  1/- or 4 if the amount is  $\exists$  1,500/- each & in multiples of  $\exists$  1/-. (\*) Subject to lock-in as per the terms of the scheme. SIP amount (per installment) in case of TTSF should be in multiples of ₹ 500/-. AMC reserves the right to change the above terms prospectively without prior notice.